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| 1. Go to [www.cmcss.edmodo.com](http://www.cmcss.edmodo.com) and sign in your account. |  |
| 1. Click the Plus Sign beside Groups on the left hand side. Then chose Create. |  |
| 1. Name your group, select a grade, and select your subject area. Click Create. |  |
| 1. Enter your expected group size. Click Finish. |  |
| 1. Your new groups’ page will be created. On the left hand side, you will see your Group Code. Share this code with students for them to join your new group. (Repeat this process to create another new group.) |  |

Archiving or Deleting Previous Groups

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| 1. From your Home Screen, select the group that your would like to archive or delete. |  |
| 1. Click the Gear Wheel beside the name of your group. Then choose Group Settings. |  |
| 1. At the bottom of the Group Settings are your options for Archiving or Deleting a Group. Archiving will allow you to see your group posts and messages at a later date if needed. Deleting is getting rid of the group entirely. You will receive a confirmation message before archiving or deleting a group. |  |